



Homeland
Security

Office of Grants and Training

Enhancing Grants Management Capacities for State Administrative Agencies

“DHS should continue to expand and enhance the level of training and technical assistance provided to State, county, municipal, and tribal officials involved in the management of homeland security-related grants.”

—Report from the Task Force on State and Local Homeland Security Funding, June 2004

OVERVIEW

In partnership with the National Criminal Justice Association (NCJA), the U.S. Department of Homeland Security (DHS) Office of Grants and Training (G&T), is pleased to announce a new Homeland Security Preparedness Technical Assistance Program (HSPTAP) service entitled *Enhancing Grants Management Capacities for State Administrative Agencies*.

To meet the grants management needs identified in the recommendations in the June 2004 *Report from the Task Force on State and Local Homeland Security Funding*, this Technical Assistance (TA) service seeks to further improve the ability of State Administrative Agencies (SAAs) to administer grant funding programs awarded by G&T. Funding programs include the State Homeland Security Program (SHSP), the Urban Areas Security Initiative (UASI) Program, the Citizen Corps Program (CCP), the Law Enforcement Terrorism Prevention Program (LETPP), the Emergency Management Performance Grant (EMPG) Program, the Metropolitan Medical Response System (MMRS) Program, the Port and Security Grant Programs, and others. The Grants Management TA will encourage the necessary partnership-building that must occur among emergency management, homeland security, and traditional public safety disciplines at State and local levels.

OBJECTIVES

Further development of and additions to the *Compendium of Promising Grants Management Practices* will promote promising business practices for grant administration and assist integration of those practices into the business plans of the SAAs and their local subrecipients.

All TA, including electronic communications, telephonic assistance, multi-state, and/or regional SAA workshops and site-specific visits with SAA staff or their subrecipients, is designed and delivered to accomplish the following:

Financial Management: Decrease the time needed for SAAs to subaward and reimburse subrecipients for purchase of goods and services.

Procurement: Expand options for developing new procedures to procure equipment and services in a timely manner.

Performance Measurement: Assess the impact of homeland security activities, particularly measures affecting both process and impact.

Monitoring and Auditing: Ensure accountability and program integrity. Promote compliance with Federal laws, rules, circulars, and audit requirements, both for the SAAs and their subrecipients.

Public Information and Media Relations: Identify sound policies and processes regarding media requests, as well as methods to effectively educate private citizens and public officials on ways to prepare their families, businesses, and communities for a terrorist or all-hazards incident.

Electronic Grants Management Systems (EGMS): Enhance the SAAs' ability to track and monitor grant performance and, therefore, support strategic decision-making through the use of an EGMS.

Building Public/Private Partnerships: Improve SAA and subrecipient skills to build relationships with neighborhood communities, non-governmental organizations and the business sector, and integrate these stakeholders into comprehensive strategy planning for long-term success and sustainability.

Strategic Planning: Increase SAA and subrecipient capabilities to collect and analyze information and data in order to develop comprehensive homeland security strategic plans, not just spending plans.

DELIVERY METHODS

Examples of this TA service include:

- Providing copies of standardized procurement procedures that are documented promising practices;
- Connecting an SAA who seeks an EGMS best practice to a peer who maintains a successful homeland security EGMS;



- Developing a subrecipient strategic planning curriculum;
- Convening a multi-state workshop, keynoting best management practices in specific topic areas, assessing participant skill levels to determine follow-up TA, and providing documentation for participants to direct their future grants management practices; and
- Direct, on-site assistance tailored to the identified grants management needs of the jurisdiction.

AVAILABILITY

This TA service is a critical addition to the HSPTAP Technical Assistance Catalog and G&T is very eager to participate in the effort to enhance grants management practices. This and all TA services are available to eligible recipients at no charge.

FOR ADDITIONAL INFORMATION AND TO REQUEST ASSISTANCE

For more information about this and other HSPTAP services, please visit the HSPTAP Catalog online at www.ojp.usdoj.gov/odp/ta_catalog.htm or contact the G&T Preparedness Officer assigned to your State.

For general information, please contact the Centralized Scheduling and Information Desk (CSID) at **1-800-368-6498** or askcsid@dhs.gov.